

ACTIVITY SECURITY CHECKLIST	DIVISION/BRANCH/OFFICE Gear To Go/Bldg. 801	ROOM NUMBER	MONTH AND YEAR April 2003
Irregularities discovered will be promptly reported to the designated Security Office for corrective action.	<u>Statement</u> I have conducted a security inspection of this work area and checked all the items listed below.		
TO (If required)	FROM (If required)	THROUGH (If required)	

ITEM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1. Security containers have been locked and checked.	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	
2. Desks, wastebaskets and other surfaces and receptacles are free of classified material.	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	
3. Windows and doors have been locked (where appropriate).	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	
4. Security alarm(s) and equipment have been activated (where appropriate).	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	
5. Change fund is security and deposit made.	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	
6. Call the PMO at close of business x21112.	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	
7. Ensure all outside equipment is secure and locked in fenced in area.	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	
INITIAL FOR DAILY REPORT	CS	CS	CS	CS			CS	CS	CS	CS	CS			CS	CS	CS	CS	CS			CS	CS	CS	CS	CS			CS	CS	CS	
TIME	1600	1630	1600	1600			1600	1600	1630	1600	1600			1600	1600	1630	1600	1600			1600	1600	1600	1600	1600			1600	1600	1630	

ACTIVITY SECURITY CHECKLIST				DIVISION/BRANCH/OFFICE Gear To Go/Bldg. 801													ROOM NUMBER			MONTH AND YEAR May 2003											
Irregularities discovered will be promptly reported to the designated Security Office for corrective action.				<u>Statement</u> I have conducted a security inspection of this work area and checked all the items listed below.																											
TO (If required)				FROM (If required)													THROUGH (If required)														
ITEM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1. Security containers have been locked and checked.	l	l			l	l	l	l	l			l	l	l	l	l			l	l	l	l	l				l	l	l	l	
2. Desks, wastebaskets and other surfaces and receptacles are free of classified material.	l	l			l	l	l	l	l			l	l	l	l	l			l	l	l	l	l				l	l	l	l	
3. Windows and doors have been locked (where appropriate).	l	l			l	l	l	l	l			l	l	l	l	l			l	l	l	l	l				l	l	l	l	
4. Security alarm(s) and equipment have been activated (where appropriate).	l	l			l	l	l	l	l			l	l	l	l	l			l	l	l	l	l				l	l	l	l	
5. Change fund is security and deposit made.	l	l			l	l	l	l	l			l	l	l	l	l			l	l	l	l	l				l	l	l	l	
6. Call the PMO at close of business x21112.	l	l			l	l	l	l	l			l	l	l	l	l			l	l	l	l	l				l	l	l	l	
7. Ensure all outside equipment is secure and locked in fenced in area.	l	l			l	l	l	l	l			l	l	l	l	l			l	l	l	l	l				l	l	l	l	
INITIAL FOR DAILY REPORT	CS	CS			CS	CS	CS	CS	CS			CS	CS	CS	CS	CS			CS	CS	CS	CS	CS				CS	CS	CS	CS	
TIME	1600	1600			1600	1600	1630	1600	1600			1600	1600	1630	1600	1600			1600	1600	1630	1600	1600				1600	1600	1630	1600	

ACTIVITY SECURITY CHECKLIST							DIVISION/BRANCH/OFFICE Gear To Go/Bldg. 801										ROOM NUMBER					MONTH AND YEAR <i>June 2003</i>									
Irregularities discovered will be promptly reported to the designated Security Office for corrective action.							<u>Statement</u> I have conducted a security inspection of this work area and checked all the items listed below.																								
TO (If required)							FROM (If required)										THROUGH (If required)														
ITEM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1. Security containers have been locked and checked.		<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>			<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>			<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>		<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>			<i>l</i>		
2. Desks, wastebaskets and other surfaces and receptacles are free of classified material.		<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>			<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>			<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>		<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>			<i>l</i>		
3. Windows and doors have been locked (where appropriate).		<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>			<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>			<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>		<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>			<i>l</i>		
4. Security alarm(s) and equipment have been activated (where appropriate).		<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>			<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>			<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>		<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>			<i>l</i>		
5. Change fund is security and deposit made.		<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>			<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>			<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>		<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>			<i>l</i>		
6. Call the PMO at close of business x21112.		<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>			<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>			<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>		<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>			<i>l</i>		
7. Ensure all outside equipment is secure and locked in fenced in area.		<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>			<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>			<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>		<i>l</i>	<i>l</i>	<i>l</i>	<i>l</i>			<i>l</i>		
INITIAL FOR DAILY REPORT		<i>GC</i>	<i>GC</i>	<i>GC</i>	<i>GC</i>	<i>GC</i>			<i>GC</i>	<i>GC</i>	<i>GC</i>	<i>GC</i>	<i>GC</i>			<i>GC</i>	<i>GC</i>	<i>GC</i>	<i>GC</i>	<i>GC</i>	<i>GC</i>		<i>GC</i>	<i>GC</i>	<i>GC</i>	<i>GC</i>			<i>GC</i>		
TIME		<i>1600</i>	<i>1600</i>	<i>1630</i>	<i>1600</i>	<i>1600</i>			<i>1600</i>	<i>1600</i>	<i>1630</i>	<i>1600</i>	<i>1600</i>			<i>1600</i>	<i>1600</i>	<i>1600</i>	<i>1630</i>	<i>1600</i>	<i>1600</i>		<i>1600</i>	<i>1600</i>	<i>1630</i>	<i>1600</i>	<i>1600</i>			<i>1600</i>	